Procedure for Processing New Members for Squadron 171   updated 7/18/24

Open *mylegion.org* and Enter ID and Password

Click **My Account**

Select appropriate **Group** (Squadron 171)

Select **Process Membership**

Select **Add / Modify Transmittal**

Select **Add / Transfer Member**

Select **New Member** and select **Continue**

Enter **Applicant data** (name, address, phone no, email, birth date, etc)

Select **Save**

<u>**Note:**</u> Member name and member number will appear (record number)

If another member is to be added, Select **Add / Transfer Member**

If applicant entries are complete, Select **Finalize**

Confirm **Finalize**

Transmittal Request File will appear

Review and confirm information

Click **Routing Number** if info is correct

Click **Authorization** to pay dues for National and Detachment

Click **Pay Now**

Transmittal Summary file will appear

Print Transmittal Summary for financial record